

# POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DCLR-10 (Rev. 08-2010)  
State of Wisconsin  
Office of State Employment Relations

1. Position No.	2. Cert / Reclass Request No.	3. Agency No.
339056	16-0049	437

4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS WI Department of Children and Families Secretary's Office
6. CLASSIFICATION TITLE OF POSITION AUDITOR - ADVANCED	Office of the Inspector General 201 E Washington Ave Madison WI 53703
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT  NICHOLAS K. HAVENS
9. AGENCY WORKING TITLE OF POSITION AUDITOR-ADVANCED OIG	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Randall Keys Chief Legal Counsel	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).	
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:	

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME % GOALS AND WORKER ACTIVITIES (Continue on attached sheets)

SEE ATTACHED

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on Page 2.)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.  
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.  
(Please initial and date attachments.)

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.  
(Please initial and date attachments.)

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

18. Signature of Personnel Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:  
☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

**CLASSIFICATION: Auditor-Advanced**  
**WORKING TITLE: Auditor-Advanced - OIG**

## **POSITION SUMMARY**

Under the general supervision of the Inspector General, this professional auditor advanced position is responsible for providing technical assistance, special analyses and consulting services to top level department managers on the operations and adequacy of controls of existing systems and programs within the Department of Children and Families.

The incumbent is responsible for evaluating the efficiency and effectiveness of department audit and review programs and systems; including existing and design phase electronic data processing systems. The incumbent will develop, recommend and assist in the implementation of internal controls and improvements to systems to enhance program integrity. The incumbent will also assist in developing responses to external audits and in preparing informational briefing materials for presentation to the legislature or federal audit agencies.

This position requires advanced knowledge and application of professional accounting and auditing theories and principles. This position requires a high degree of independent, professional judgment and the ability to lead highly complex financial monitoring audits.

## **15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION**

### **TIME % GOALS AND WORKER ACTIVITIES**

#### **60% A. Develop, recommend and assist in the implementation of policies and practices related to internal controls, audit and program integrity systems.**

- A1. Document and analyze existing policies and practices related to internal controls, audits and program integrity to identify areas for improvement.
- A2. Research and analyze existing policies, administrative rules, statutes and manuals, as requested, to identify areas of inconsistency or concern that require further study or modification.
- A3. Advise on policy issues and assist in the formulation and implementation of policy initiatives relating to program integrity, fraud prevention and detection, audits and internal controls.
- A4. Participate in dialogues with other governmental and private sector program integrity staff to determine system vulnerabilities, preventative measures and best investigative strategies.
- A5. Coordinate with Department staff and other state agencies to achieve reasonable consistency for the benefit of our common contract organizations.
- A6. Review external audit (Legislative Audit Bureau, federal auditors, etc.) findings and recommendations and assist management in identifying and implementing policy changes to address concerns identified by the audit.
- A7. Provide advice to the department on the design, acquisition, and/or implementation of manual or automated systems for processing financial transactions, reporting, and/or compliance.
- A8. Conduct all phases of complex audits

#### **20% B. Provide training and technical assistance related to implementation of state and federal audit guidelines and standards of good financial management practices.**

- B1. Develop training materials for DCF staff to aid in performing regular monitoring activities.
- B2. Provide technical assistance to department audit staff and managers
- B3. Research answers to specific technical assistance questions and audit issues raised by DCF managers.

- B4. Draft correspondence regarding policies and procedures as required.
- B5. Review program integrity policy and training materials developed by DCF staff.
- B6. Present audit training to departmental staff or staff of local agencies and other entities, as appropriate, and answer related inquiries.
- B7. Review work papers of the participating auditors and provide feedback.
- B8. Participate in discussions of audit findings and recommendations.

**20% C. Review and analyze state, federal and national policy and practice trends for recommended adoption**

- C1. Review and analyze federal and state legislation for impact on departmental policies.
- C2. Review and analyze other states' policies and procedures for appropriateness and applicability in meeting departmental program needs.
- C3. Review and analyze current research and policy trends related to programs of key interest in advancing program integrity.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Advanced knowledge of government accounting and auditing theory and practice (GAGAS).
2. Advanced knowledge of generally accepted auditing standards (GAAS).
3. Advanced knowledge of generally accepted accounting principles (GAAP).
4. Ability to interpret and analyze complex reports, financial statements, and other materials pertinent to the determination and evaluation of fiscal management practices and results.
5. Ability to research and analyze laws and rules.
6. Substantial knowledge of computer software applications, e.g., Outlook, Excel and Word.
7. Effective oral and written communication skills.
8. Ability to establish and maintain effective working relationships with management of the Department of Children and Families and other DCF professionals.